



# 2015 Bisbee 101 Citizen's Government Academy

## GETTING TO KNOW YOUR LOCAL GOVERNMENT

Build a community relationship with the people of your municipality. Join the City Council, City Manager, City Clerk and staff for a learning and networking opportunity. The City of Bisbee is offering a weekly class for residents to learn about City government through first-hand exposure to the wide range of government functions, services, activities and issues. Bisbee 101, an 8-week course, will be held each Thursday evening from August 6 through September 24, 2015, with a graduation ceremony on September 24, 2015.

### **Objective:**

Learn how to access City government, familiarize citizens with the structures, functions and activities of Bisbee's government, encourage citizens to become involved in the City's government, and enhance their ability to communicate effectively with City officials.

### **Benefits:**

- Provide an opportunity for citizens to learn about the City of Bisbee's government through first-hand experience and gain exposure to the wide range of government functions, services, activities and issues.
- Create informed citizens who will become involved in community activities, will volunteer for Council-appointed boards, commissions, and task forces or will otherwise become involved in the City's governance.
- Obtain feedback from citizens regarding governmental programs and services.

### **Academy Size:**

The academy is limited to 12 students. Bisbee 101 is open to City residents over the age of 18 years.

### **Curriculum:**

The two- hour sessions will be held each Thursday night for 8-weeks from 5:30 pm to 7:30 pm. The graduation ceremony will be held on September 24<sup>th</sup> at 5:30 pm. Refreshments will be served.

**Session Schedule (Please note the various locations):**

**August 6<sup>th</sup>, 2015: Session 1**

**Bisbee City Government; History & Organization (Mayor & Councilmembers, City Manager, and City Clerk)**

**Meeting Location: Council Chambers, City Hall- 118 Arizona Street, Bisbee, AZ 85603**

- Meet the Mayor and Councilmembers
- Meet the City Manager
- Purpose of Bisbee 101
- Brief History of Bisbee
- Role of the Mayor & Council
- Role of the City Manager
- Form of Government
- Organizational Overview
- What is the role of the City Clerk
- How to find City information
- How are meetings managed

**August 13<sup>th</sup>, 2015: Session 2**

**Dollars & Sense (Finance Director& Personnel)**

**Meeting Location: Council Chambers, City Hall- 118 Arizona Street, Bisbee, AZ 85603**

- Overview of the Budget Process
- Overview of Citizen Financial Responsibilities
- Overview of the City's Operating and Capital Improvement Program (CIP) Budgets
- Revenue Base
- Arizona Debt Set-Off
- How is the Personnel Director like a mechanic

**August 20<sup>th</sup>, 2015: Session 3**

**Taking Care of Water Business (Wastewater Collections/ Treatment)**

**Meeting Location: Wastewater Treatment Plant- 940 W. Purdy Lane, Bisbee, AZ 85603**

- Wastewater
- Water and Sewer (Sanitation)

**August 27<sup>th</sup>, 2015: Session 4**

**We Build this City (Public Works: Streets, Sanitation, and Parks)**

**Meeting Location: Council Chambers, City Hall- 118 Arizona Street, Bisbee, AZ 85603**

- Street Maintenance
- Garbage Collection
- Recycling
- Ground Maintenance
- Cemetery

**September 3<sup>rd</sup>, 2015: Session 5**  
**Visit & Mingle with History (Queen Mine Tour, Visitor Center, and Library)**  
**Meeting Location: 6 Main Street, Bisbee, AZ 85603**

- How the Queen Mine Tour helps the community
- Visitor Center's outreach and service
- Copper Queen Library

**Tour Starts at the Bisbee Public Library**

**\*Please note: Wear comfortable clothing and shoes as we will walk from the Bisbee Library to the Queen Mine Tour. This session will go from 5:30PM-7:45PM\***

**September 10<sup>th</sup>, 2015: Session 6**  
**Bisbee's Law & Order (Police)**  
**Meeting Location: Police Department: #1 Hwy 92- Training Room**

- Police Programs and Operations
- Court Services
- Probation

**September 17<sup>th</sup>, 2015: Session 7**  
**Bisbee Hope (Fire)**  
**Meeting Location: Fire Department- 192 W. Hwy 92- Office**

- Fire and EMS Services and Emergency Preparedness

**September 24<sup>th</sup>, 2015: Graduation Ceremony & Reception**  
**City Hall- Council Chambers**

*\*\* Dates and Sessions are subject to change \*\**

Please contact Cindy Moss @ 432-6172 or [cmoss@bisbeeaz.gov](mailto:cmoss@bisbeeaz.gov) for more information/questions.



**CITY OF BISBEE, ARIZONA**  
**Bisbee 101: Citizen's Government Academy**  
**APPLICATION**

**Eligibility Requirements:** To be considered for participation in Bisbee 101, an applicant must be over the age of 18 residing within the City limits. Applications can be mailed to City Hall, Attn: Bisbee 101, 118 Arizona Street, Bisbee, Az. 85603, hand-delivered to City Hall, or emailed to [cmoss@bisbeeaz.gov](mailto:cmoss@bisbeeaz.gov). For more information, call 432-6271. The deadline for registration is Friday, July 24, 2015 or when we have reached 10 students. You will receive a confirmation email once you have been accepted. If you do not receive a confirmation email after submitting your application, please call or email Cindy Moss.

**General Information**

Name: \_\_\_\_\_  
                    (Last)                                    (First)                                    (Middle Initial)

Home Address: \_\_\_\_\_

Business Address (If Applicable): \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Mobile Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Optional Information**

Occupation: \_\_\_\_\_

Employer: \_\_\_\_\_

**Emergency Contact Information**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

**Return application to:** City of Bisbee- City Hall or [cmoss@bisbeeaz.gov](mailto:cmoss@bisbeeaz.gov)  
118 Arizona Street, Bisbee, Az. 85603

**Why are you interested in participating in Bisbee 101?**

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**What do you hope to gain or learn from participating in Bisbee 101?**

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**Are you currently involved with any community or volunteer organizations? If so, please list.**

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I, the undersigned applicant, certify that the foregoing information is true and complete to the best of my knowledge and belief.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**CITY OF BISBEE, ARIZONA**  
**Bisbee 101: Citizen's Government Academy**  
**RELEASE FROM LIABILITY AND INDEMNITY AGREEMENT**

I, \_\_\_\_\_, being 18 years of age or older, in consideration of my participation in Bisbee 101: Citizens' Government Academy conducted by the City of Bisbee and my being allowed to accompany members of the City of Bisbee in its buildings and properties during the various activities with Bisbee 101, do hereby agree as follows:

a) That I release the City of Bisbee, Arizona, Departments of the City and their agents and employees from any liability to myself and my heirs as a result of any damage to my property, injury to myself, or loss of my life sustained as a result of my participation or my accompanying said persons or properties on the above activities.

b) That I agree to hold the City of Bisbee, Arizona, the City of Bisbee departments, their agents and employees harmless for any loss sustained by them as a result of any injury or damage caused by myself and I agree to indemnify said city, agents, or employees for any loss occurred thereby.

c) That I grant permission to the City of Bisbee, Arizona to use my image, photograph or video in official City publications, communications, and presentations, including but not limited to inclusion on the City's website. I also understand that once my image is posted on the City of Bisbee's website, any computer user can download the images.

Signed on the \_\_\_\_\_ day of \_\_\_\_\_ 201\_\_\_\_\_

Signature: \_\_\_\_\_